

## How to Complete Exceptional Work Experience Form

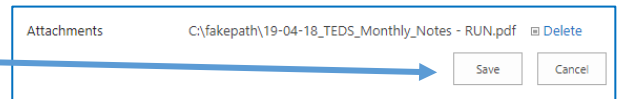
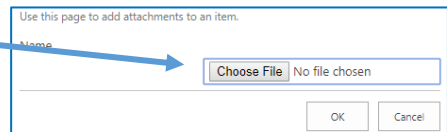
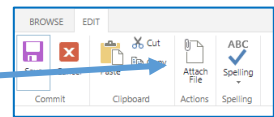
To submit an Exceptional Work Experience form, go to the [Exceptional Work Experience SharePoint site](#) and click “new item” to open a new form. Complete the following:

1. **Full Name** – Enter the students FULL NAME as listed in Infinite Campus
2. **SSID** – Enter the students’ SSID as listed in Infinite Campus
3. **First Name** – Enter the students’ FIRST name as listed in Infinite Campus (no nicknames)
4. **Last Name** – Enter the students’ LAST name as listed in Infinite Campus
5. **District Number** – Enter the 3-digit DISTRICT NUMBER as listed in Infinite Campus
6. **School Number** – Enter the 3-digit SCHOOL NUMBER as listed in Infinite Campus
7. **District Name** – Enter the DISTRICT NAME as listed in Infinite Campus
8. **School Name** – Enter the SCHOOL NAME as listed in Infinite Campus
9. **Attachments** – In response to #2 of the [Exceptional Work Experience Guidance Document](#), as evidence for each section, list the name(s) of the files that will be attached. Make sure to list the correct names in the correct sections.
  - a. Document completion of 500 hours of experience within a single career field. Hours must be completed between the time of entering the 9th grade and graduating high school and may include hours worked in the summer.
  - b. Demonstrate growth over the course of the experience by assuming additional responsibilities on the job.
  - c. Provide evidence of an individualized professional achievement or recognition.
  - d. Provide a minimum of two professional references. This should include one letter from the employer and one from another person (e.g., principal, counselor or customer).
  - e. Provide credible evidence of ability to collaborate, adapt to change, communicate, think critically, and demonstration of foundational academic skills.
  - f. Provide documentation of alignment of work experience to the standards contained in the relevant industry-recognized certification (as defined by the KWIB) or CTE End-of-Program Assessment.
10. **IEP Modifications** – this box must be checked to indicate if any properly addressed modifications for the student will alter the guidelines for exceptional work experience.
11. **TEDS Identification** – Check this box to indicate that the student has been enrolled in an existing valid pathway and the EWE checkbox has been marked on the student’s demographic page. The pathway identified as “No Pathway” with the CIP code 99.9999.00 may be used for students not in any other pathway with the following restrictions:
  - a. Exceptional Work Experience earned through this pathway would not count in Perkins accountability
  - b. Enrollments would not count towards Perkins funding
  - c. Attend hours entered would not count towards state CTE funding

- d. Perkins funds cannot be used to fund the cost of an industry certification or any process or items related to the exceptional work experience

**12. Attachments** – To submit attachments, do the following:

- click on the link near the top of the form, “Attach File”
- Click the link to “Choose File”
- Search for your files and select OK to attach each file
- Repeat step 12a. – 12c. until all desired files are attached.
- Once all files are attached, click Save



## IMPORTANT NOTES

- Once you click Save, you cannot edit this submission. In order to make changes, a new form will be required.